



## SINGLE FAMILY/ TOWN HOME / TWO-FAMILY PERMITTING PROCEDURES

### New Structures, Additions, Remodels, Garages, & Accessory Structures

#### **SUBMITTAL REQUIREMENTS:**

1. **COMPLETED RESIDENTIAL IMPROVEMENT LOCATION PERMIT APPLICATION, (ILP) which also includes the reverse side (or 2<sup>nd</sup> page) of this procedure sheet.** These can be picked up at our office, or you can request one to be mailed to you. These are 3-part, carbon-less forms. A sample of the ILP appears on our website at: [www.carmel.in.gov](http://www.carmel.in.gov) through the Dept. of Community Services link, in the Building & Code Services section. (A copy of this procedure sheet can also be found in that section.)
2. **CONSTRUCTION PLANS: At least one set of the plans should be on paper no larger than 11 inches by 17 inches. If this is not possible an electronic PDF copy of plans should be emailed to [nmishler@carmel.in.gov](mailto:nmishler@carmel.in.gov), or a disc containing the electronic PDF copies shall be submitted, in addition to the paper copies. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner through (317) 571-2444.**
  - a. **NEW MAIN STRUCTURES, TWO SETS OF PLANS FOR SINGLE FAMILY AND TWO-FAMILY, AND THREE SETS FOR TRUE TOWN HOMES, MUST BE SUBMITTED.\* THESE SHOULD INCLUDE:**
    - i. Building Elevations (from all four sides)
    - ii. Foundation plan
    - iii. Floor plan
    - iv. Typical wall section  
(All cross-sections must be properly detailed and labeled. At least one cross-section must show R-values of building materials, listed and totaled out to the side, to ensure compliance with the Indiana Energy Codes. If minimum R-values are not met on cross-section, an Energy Code Compliance Worksheet must be completed.
    - v. If Manufactured Trusses are used, truss diagrams must be included with the building plans, for all trusses being used. Truss diagrams must be STAMPED with the seal of the registered architect or engineer who is responsible for that design. ONLY Indiana registrations will be recognized.
  - \*NOTE:** The first building permit(s) of a Town Home development that involves the construction of multiple dwelling units and/or buildings has additional submittal requirements, including State Design Release, and will require a Submittal meeting. Please contact Beth Druley at (317) 571-2449 or [edruley@carmel.in.gov](mailto:edruley@carmel.in.gov) to obtain further information regarding this procedure and a list of requirements.
  - b. **ADDITIONS / REMODELS / ACCESSORY STRUCTURES, TWO (2) SETS OF PLANS (THREE SETS & POSSIBLY STATE INFO IF TOWN HOME) MUST BE SUBMITTED AND SHOULD INCLUDE:**
    - i. Building Elevations from a minimum of two (2) sides\*\*
    - ii. Items listed under a. ii. – a. v. above.\*\*
    - iii. **If large equipment is being used, an approved Right of Way Permit from City of Carmel Engineering Office is required. Please contact Lisa Scott 571-2441.****\*\*NOTE:** For interior remodels, (where alterations cause no changes to the existing exterior structure of the building) Building Elevations will not be required and a foundation plan may not be required, depending on the nature of the remodel.
3. **SEWER AND WATER PERMITS FOR NEW STRUCTURES.** You will need to determine which utility company provides services to your construction site, and provide a copy of the utility permit.
  - a. **Carmel Utilities:** (317) 571-2443. A sewer and/or water permit should be purchased at the office of Building & Code Services, prior to or at the time you are submitting your building permit application. ALSO contact John Mascari of Carmel Utilities (317-773-2855) for permits for wells that will be located within the City limits.
  - b. **Clay Township Regional Waste District;** (317) 844-9200.
  - c. **Hamilton County Health Dept.** (for wells not inside the City limits and/or all septic permits); (317) 776-8500
4. **ONE (1) COPY OF THE SUBDIVISION CONSTRUCTION/DEVELOPMENT PLAN IS REQUIRED—FOR NEW DWELLING UNIT STRUCTURES ONLY.** Sometimes referred to as an “as-built,” this plan should show the lot in question, the surrounding lots, the building pad or building pad elevation, and the ground topography lines. You do **NOT** need to provide plans for the entire subdivision.
5. **TWO (2) COPIES OF A SITE (OR PLOT) PLAN SHOWING THE FOLLOWING REQUIRED INFORMATION:**
  - a. Name and address of designer of plan, with date
  - b. Name and address of property owner





- c. Lot number and subdivision name, or applicable general description
- d. Lot drawn to scale—all dimensions: Including Lot/Property lines \*\*\*Continued on page 2...
- e. Minimum front building setback line, per approved development plan (include all front yard)
- f. All roads, alleys, rights-of-way, etc...
- g. Any applicable flood plain area (Certificate of Elevation, if necessary)
- h. Building pad elevation and lot corner elevations
- i. All accessory buildings / structures – existing or proposed
- j. All sidewalks and driveways
- k. Sewer and water lines, septic system, (tanks & filed system) and/or well locations
- l. Drainage flow arrows
- m. All drainage swales and subsurface facilities (retention / detention areas, etc...)
- n. Sump pump -- Show sump pump pit(s) and discharge line locations
- o. Geothermal heat pump discharge locations

**\*NOTE: If land is not within a platted subdivision, a legal description is required.**

**FURTHER NOTES / NOTICES:**

- CARMEL ZONING ORDINANCE Z-289, SECTION 29.04.02 (3): "The Director shall approve or deny the Improvement Location Permit within five (5) working days of the receipt of the written application form and accompanying materials. The Improvement Location Permit shall be issued when the proposed structure, improvement, or use and its location conform in all respects to this ordinance."
- IN ADDITION TO THE ABOVE-LISTED SUBMITTAL REQUIREMENTS, THE BUILDING INSPECTOR WILL BE PROVIDED WITH ANY INFORMATION RELATIVE TO COMMITMENTS MADE IN THE ZONING PROCESS FOR THE PROPERTY INVOLVED. THIS WOULD INCLUDE ANY PLAN COMMISSION, BOARD OF ZONING APPEALS, AND/OR DEPT. OF COMMUNITY SERVICES ADMINISTRATIVE APPROVALS REQUIRED.
- ADDITIONAL INFORMATION MAY BE REQUESTED BY, AND WILL BE PROVIDED TO THE BUILDING INSPECTOR, IF THE SUBMITTED PLANS ARE NOT OF SUFFICIENT IN CLARITY OR DETAIL, TO INDICATE THE NATURE AND EXTENT OF THE WORK PROPOSED AND TO DETERMINE COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES. SUBMITTAL OF ADDITIONALLY REQUESTED/REQUIRED INFORMATION, AFTER THE INITIAL SUBMITTAL, WILL EXTEND THE TIME IT TAKES COMPLETE THE PERMIT REVIEW.
- THE OFFICE OF BUILDING & CODE SERVICES RECOGNIZES ANY ROOM/AREA DESIGNATED ON CONSTRUCTION PLANS AS A "BONUS ROOM" TO BE UNOCCUPIABLE, UNFINISHED SPACE. IF AN AREA SO LABELED IS TO BE A FINISHED SPACE, CONSTRUCTION PLANS MUST BE LABELED ACCORDINGLY. IF IT IS DETERMINED THAT AN UNFINISHED, "BONUS ROOM" AREA IS TO BECOME A FINISHED AREA AFTER THE ISSUANCE OF THE PERMIT, THE PLANS AND PERMIT RECORDS MUST BE UPDATED AT THE OFFICE OF BUILDING & CODE SERVICES.
- **ALL CONSTRUCTION IS SUBJECT TO FIELD INSPECTION, AND SHOULD NOT BEGIN PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.** ONCE THE PERMIT IS ISSUED, WORK SHOULD NOT BE POURED, INSULATED/COVERED, AND/OR OCCUPIED PRIOR TO THE APPROPRIATE INSPECTION. Beginning prior to obtaining a building permit and/or proceeding with construction beyond the stage of a required inspection without approval constitutes Late Fee penalties, per Z-289 of the Carmel/Clay Zoning Ordinance; 29.06.07, and 29.06.08.



**BUILDING & CODE SERVICES; CITY OF CARMEL. One Civic Square; Carmel, IN 46032. Ph. (317) 571-2444.**

I, the undersigned, certify that all of the above listed information is shown completely and accurately on the attached plot or site plan(s), construction plans, and any other submitted documentation, submitted with the building permit application to the City of Carmel / Clay Township Department of Community Services. I further certify that the joining of water supply piping shall be made with lead-free solders and fluxes. Failure to comply will result in a replacement of the system. (Plumbing Code P-509-5) Under the penalties of Perjury (Indiana Code 35-44-2-1), I also hereby affirm, under oath, that all of the information I have provided in the table below is true and accurate, to the best of my knowledge and belief, and that I have not knowingly or intentionally provided or omitted any information that would tend to hide, obscure, or otherwise mislead the Dept. of Community Services regarding the truth of the matters addressed therein.

BASEMENT (Finished and Unfinished)	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	3 <sup>rd</sup> Floor	Front Porch	Rear Porch or Sunroom	Total Sq. Ft. of Garages	TOTAL

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME PRINTED

\_\_\_\_\_ No right of way permit needed.